

**GOVERNOR'S OFFICE of CRIME CONTROL and  
PREVENTION**

**FY 2020 Title II Formula (JJAC) Grant Program**

**Notice of Funding Availability  
Application Guidance Kit**



**Online Submission Deadline: March 15, 2019, 3 pm**

**Funded through:**  
**The U.S. Department of Justice, Office of Justice Programs,  
Office of Juvenile Justice and Delinquency Prevention (CFDA# 16.540)  
and the State of Maryland**

Governor's Office of Crime Control and Prevention  
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Crownsville, Maryland 21032-2022  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)  
(410) 697-9338

Larry Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

**Note: Hard copy applications are no longer being accepted.**

**ELIGIBILITY**

Local government agencies, state agencies, and non-profit organizations, including faith-based organizations may apply for funding under the JJAC Grant to improve outcomes for children and youth within the juvenile justice system.

**IMPORTANT NOTES**

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <http://goccp.maryland.gov/grants/>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Management Registration \(SAM\)](#). A screenshot reflecting this information is sufficient.

## Getting Started

Thank you for applying for the **Title II Formula (JJAC) Grant Program** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The primary purpose of JJAC is to improve outcomes for children and youth within the juvenile justice system by increasing and strengthening programs in the areas of aftercare and reentry, alternatives to detention, diversion, and probation which correlates with GOCCP's objective of reducing victimization and delinquent behavior in Maryland's children.

If you need application assistance, please contact:

Angela Cromwell, JJAC Program Manager  
410-697-9337  
[Angela.Cromwell1@maryland.gov](mailto:Angela.Cromwell1@maryland.gov)

Justice Schisler, Chief of Programs  
410-697-9334  
[Justice.Schisler@maryland.gov](mailto:Justice.Schisler@maryland.gov)

The Governor's Office of Crime Control and Prevention's success is measured by sub-recipient's success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can serve you better, please email your program manager.

## Governor's Office of Crime Control and Prevention Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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## **I. ELIGIBILITY CRITERIA**

### **A. General**

The following entities in Maryland are eligible to submit no more than one (1) application for JJAC funding:

- Non-profit agencies, including faith based organizations
- Local government agencies
- State government agencies

### **B. Non-profit – 501(c)(3)**

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501 (c)(3) status can be found on the Internal Revenue Service website ([www.irs.gov](http://www.irs.gov)); search for Publication 557, "Tax-Exempt Status for Your Organization." If the IRS letter is not available, a letter from your organization's authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

### **C. Faith-Based Organizations**

Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

## **II. PROGRAM DESCRIPTION**

### **A. Requiring Agency**

Governor's Office of Crime Control and Prevention (GOCCP)

### **B. Opportunity Title**

Title II Formula (JJAC) Grant Program

### **C. Submission Date**

March 15, 2019 by 3 pm

### **D. Anticipated Period of Performance**

July 1, 2019 to June 30, 2020

**All funding is contingent upon GOCCP receiving the specified grant funds from the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.**

### **E. Funding Opportunity Description**

The federal Title II Formula (JJAC) Grant Program provides funding to the State of Maryland to address juvenile crime through technical assistance, research, training, evaluation, and effective programs for improving the juvenile justice system. The grant program is funded through the [Juvenile Justice and Delinquency Prevention Act](#), recently re-authorized by Congress. Applicants are strongly encouraged to review types of programs eligible to be funded under the [Act](#). Examples of model programs can be found at <https://www.ojjdp.gov/mpg/> and <https://www.ojjdp.gov/programs/index.html>. The program encourages the use of a developmentally appropriate and trauma-informed framework to inform and connect youth justice work to the development of individual and multi-agency comprehensive state plans that support the well-being of all youth.

Successful programs will use strategies that reflect the seven hallmarks of the Developmental Approach to Juvenile Justice Reform:

- Accountability without criminalization;
- Alternatives to justice system involvement;
- Individualized approach based on assessment of needs and risks;
- Confinement only when necessary for public safety;
- A genuine commitment to fairness;
- Sensitivity to disparate treatment;
- Family engagement; and
- Prevention and education programs.

GOCCP will make additional funding available through the Juvenile State Match Requirements (JSMR) Program to support programs under this notice. GOCCP and the State Advisory Group (SAG) announce the availability of up to \$895,996 in grant funding for JJAC and JSMR and anticipates making 10-15 sub-awards ranging from \$25,000-\$170,000. All funds are to be used to improve juvenile justice outcomes in the State of Maryland through the development and implementation of programs that address juvenile delinquency. SAGs were established under the Juvenile Justice and Delinquency Prevention Act (JJDPa) and SAG members are appointed by the Governors/Chief Executives in each U.S. jurisdiction. They are principally responsible for monitoring and supporting the state's progress in addressing the four core requirements of the JJDPa as well as reviewing and making recommendations for Title II funding.

#### **F. Sustainability**

Emphasis will be placed on programs that submit a comprehensive sustainability plan and on proposals that collaborate with other programs, jurisdictions, or regions to maximize the use of resources.

If the proposed program is a continuation of a program initiated in a previous year, the applicant must reduce requested funding by 25%. To be clear, applications made to support programs that are similar in nature/scope to an organization's existing JJAC or JSMR program must reduce their funding request by at least 25% of the current award amount.

### **III. PROGRAM REQUIREMENTS**

#### **A. Purpose Areas**

Awarded funding will support the establishment, enhancement, and/or improvement of programs in the purpose areas described below:

- Aftercare/Reentry: Aftercare programs focus on preparing youth offenders for release and providing a continuum of supervision and services after release.
- Juvenile Justice System Improvement: Trauma-informed training programs designed to improve all aspects of the juvenile justice system from the initial point of contact with law enforcement through reentry utilizing an equity lens and trauma-informed approaches.
- Delinquency Prevention: Programs that incorporate trauma-informed approaches, and research such as the Adverse Childhood Experiences study, to develop early intervention and prevention services for children and families.
- Community Based Programs and Services: Programs that reduce the number of juveniles entering the juvenile justice system by providing supportive services within the communities in which they reside.

#### **B. Partnerships**

One of the primary goals of JJAC is to be inclusive of the various stakeholders and consolidate local or regional efforts to achieve results for the youth and families in the

community. Partners are key to achieving that goal and their input into proposal development should be included in the program strategy section of the application narrative. In addition to family/community partnerships, there are governmental partners that should also be included in the proposed program. This section must include an outline listing the role of each partner as well as support from the community or agencies. **Letters of support must be included in an appendix and referenced in the narrative.**

The following are suggested partners:

- Department of Juvenile Services Regional Office Representative
- Local Disproportionate Minority Contact (DMC) Coordinator (if applicable)
- Local Management Board
- State, county or municipal law enforcement
- Parent/guardians (including community association groups and youth advocate groups)
- Youth (including youth group representatives)
- Local State's Attorney Representative
- Juvenile Court Family Magistrate or Judge
- Department of Education or local educational agencies
- Department of Human Services or Department of Social Services
- Non-profit, faith-based, or community groups
- Non-profit, non-governmental victim advocacy organizations

#### **C. Racial and Ethnic Disparities**

All programs must address racial and ethnic disparities per Section 223(a)(22) of the Juvenile Justice and Delinquency Prevention Act, which requires that states "address juvenile delinquency prevention efforts and system improvement efforts designed to reduce the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system." Priority will be given to those applicants who make intentional efforts to address DMC. To receive full points, proposals must incorporate short-term and long-term strategies to reduce/eliminate racial and ethnic disparities amongst the target population.

#### **D. Compliance with 8 U.S.C. § 1373**

Applicants who are government entities or a public institution of higher education are required to certify compliance with 8 U.S.C. § 1373 Communication between government agencies and the Immigration and Naturalization Service. Information regarding this statute can be found at [8 U.S.C. § 1373](#). Relevant certification forms may be accessed at [Certifications relating to 8 U.S.C. 1373 forms](#). Certification forms must be submitted with your application.

#### **E. Continuation Programs**

Applicants are reminded that if the proposed program is a continuation of a program initiated in a previous year, the applicant must reduce requested funding by 25%. To be clear, applications made to support programs that are similar in nature/scope to an organization's existing JJAC or JSRM program must reduce their funding request by at least 25% of the current award amount. Applications must provide a detailed status of the existing program, to include goals, objectives, and performance measures. Applicants must also explain how the reduction in funding will impact the program.

#### **F. Office of Justice Programs (OJP) Evaluations**

Applicants should also note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Grantees will be expected to cooperate with program-related assessments or evaluation efforts, including the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation.

### G. Problem/Need Statement

Applicants should include a statement of the problem or need area that the proposed activity/services will address. This need area must be aligned with one of the prioritized Title II formula purpose areas and **must be supported by a data analysis** for a period of at least 3 years to highlight the need for the program/project proposed. Applicants are encouraged to utilize the Department of Juvenile Services' [Data Resource Guide](#) as a source for juvenile justice data.

IMPORTANT NOTE: The data provided should correlate with the population and jurisdiction to be served by the proposal.

### H. Outputs and Outcomes

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis.

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in final awards:

- Number of youth served by the program.
- Number of youth who successfully fulfilled all program obligations and requirements.
- Number of youth who were arrested or seen at a juvenile court for a new delinquent offense within 6-12 months of exiting the program.
- Number of youth served by the program who exhibited a decrease in anti-social behavior.
- Number of youth who exhibited an improvement in family relationships.
- Number of juveniles linked to community based diversion programs.

### I. Management Capabilities

In addition to the information required per the [NOFA instructions](#), applicants should also specify their plan to recruit, hire, and retain staff who reflect the population that they plan to serve, such as language proficiency, ethnic background, or lived experience. If not able to hire staff who reflect the population to be served, applicants should specifically address how they will engage the community or address language barriers.

## IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL [www.goccp.maryland.gov](http://www.goccp.maryland.gov) and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <http://goccp.maryland.gov/grants/>.

**In order to use GOCCP's web-based application you must have a User ID.**

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password:

<http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is March 5, 2019. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the GOCCP, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Angela Cromwell at 410-697-9337 or

[angela.cromwell1@maryland.gov](mailto:angela.cromwell1@maryland.gov).

## **V. TRAINING/TECHNICAL ASSISTANCE (TA)**

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

## **VI. IMPORTANT DATES**

Deadline to Request a User ID	March 5, 2019
Deadline to Submit an Online Application	March 15, 2019 by 3 pm
Letter of Intent Emailed/Denial Letters Emailed	May 1, 2019
Award Documents Emailed	June 1, 2019
Sub-award Start Date	July 1, 2019
Sub-award End Date	June 30, 2020

## **VII. APPLICATION EVALUATION**

GOCCP along with the SAG will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>):

- Problem Statement/Needs Justification (15 points total)
- Program Goals and Objectives (20 points total)
- Program Strategy/Program Logic (10 points total)
- Performance Measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending Plan and Budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management Capabilities (5 points total)
- Sustainability (5 points total)

The JJAC Grant is a competitive application process. GOCCP will conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. SAG members will participate in the initial review of applications as well as the final approval of all applications recommended for award. As part of the internal review, GOCCP staff will also review the following for each application:

- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- GOCCP audit findings
- Performance history with previous awards with GOCCP

### **BONUS POINTS CRITERIA**



1. Bonus points will be given to those applicants who align their proposed activity with the recommendations outlined in the National Research Council's 2014 report *Implementing Juvenile Justice Reform: The Federal Role* (found here: <http://www.nap.edu/catalog/18753/implementing-juvenile-justice-reform-the-federal-role>) and other current research on adolescent brain development. Applicants must outline how their proposed strategy incorporates the seven hallmarks to a developmental approach to juvenile justice. **IMPORTANT NOTE:** Due to the reauthorization of the [Act](#), this section will be a requirement in future NOFAs.
2. Bonus points will also be given to applicants who propose to implement an evidence-based, promising, or proven program. Applicants are encouraged to review national best practices and evidence-based, proven, and promising program examples in selecting a strategy for implementation by visiting: <http://www.ojjdp.gov/mpg/>. Applicants should also provide details on how they will maintain fidelity to the proposed evidence-based, promising, or proven program.
3. Bonus points will be awarded to applicants who provide a long-term, multi-year sustainability plan. This is in addition to the sustainability plan requirements mentioned on page 5.

## **VIII. FUNDING SPECIFICATIONS**

### **A. Funding Cycle**

Commencement of awards funded under the JJAC Grant for FY 2020 will begin July 1, 2019 and end on June 30, 2020. Funds are paid on a reimbursable basis.

### **B. Allowable Costs**

The following is a listing of services, activities, and costs that are eligible for support with JJAC funds within a sub-recipient's organization:

- Salary & fringe
- Skills training for staff related to stated priority areas
- Training related travel
- Equipment

Additionally, if an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

### **C. Unallowable Costs**

The following services, activities, and costs cannot be supported with JJAC funding:

- Lobbying/administrative advocacy
- Advertising/public relations (See OMB Circular A-87)
- Capital expenditures
- Fundraising/investment management tools
- Audit expenses
- Property insurance
- Trinkets (e.g., hats, mugs, portfolios, t-shirts, coins, gift bags, etc., whether or not they include the conference name or Office of Justice Programs/Department of Justice logo) must not be purchased with Department of Justice funds as giveaways for conferences. Basic supplies that are necessary for use during the conference (e.g., folders, name tags) may be purchased.
- Entertainment/amusement/diversion/social activities and their associated costs (e.g. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)

**The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

**D. Consultant Rates**

The limit for consultant rates is \$650 per day.

**IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

**A. Electronic Funds Transfer (EFT)**

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

[http://comptroller.marylandtaxes.gov/Vendor\\_Services/Accounting\\_Information/Static\\_Files/GADX10Form20150615.pdf](http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf).

**B. Match**

There is a 10% non-federal cash match requirement imposed on grant funds under this program. This means that sub-awards made under JJAC may not cover more than 90% of the total cost of each project. Cash resources used as match must be directly related to the project goals and objectives, documented, and clearly show the source, amount, and timing of all matching contributions. Additionally, sources of match are restricted to the same uses allowed under the JJAC program and must be documented in the same manner as JJAC program funds (including financial and programmatic reports).

For guidance on calculating match please refer to the match calculator:

<http://goccp.maryland.gov/grants/tips-and-guidance/grant-match/>.

**C. Supplanting, Transparency, and Accountability**

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

## **X. APPLICATION CHECKLIST**

### **What an Application Should Include:**

- \_\_\_\_\_ Face Sheet
- \_\_\_\_\_ Project Summary
- \_\_\_\_\_ Narrative
  - \_\_\_\_\_ Problem Statement/Needs Justification
  - \_\_\_\_\_ Program Goals
  - \_\_\_\_\_ Program Strategy
  - \_\_\_\_\_ Program Measurement
  - \_\_\_\_\_ Timeline
  - \_\_\_\_\_ Spending Plan
  - \_\_\_\_\_ Management Capabilities
  - \_\_\_\_\_ Sustainability
- \_\_\_\_\_ DUNS/SAM Registration
- \_\_\_\_\_ Letters of Support/Commitment
- \_\_\_\_\_ Budget and Budget Justification
  - \_\_\_\_\_ Personnel
  - \_\_\_\_\_ Operating Expenses
  - \_\_\_\_\_ Travel
  - \_\_\_\_\_ Contractual Services
  - \_\_\_\_\_ Equipment
  - \_\_\_\_\_ Other
- \_\_\_\_\_ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- \_\_\_\_\_ Budget Prioritization
- \_\_\_\_\_ Certified Assurances
- \_\_\_\_\_ Certification Regarding Lobbying
- \_\_\_\_\_ Certification of Compliance with 8 U.S.C. § 1373 (If government entity or institution of higher education)
- \_\_\_\_\_ Audit Findings/Corrective Action Plan (if applicable)
- \_\_\_\_\_ Single Audit Requirements (if applicable)
- \_\_\_\_\_ Proof of 501 (c)(3) Status (if applicable)

**More information on each item above can be found in the NOFA Application Instructions found here: <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.**